



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## **BENEFITS BRANCH MANAGER**

Job Number: 20001750

Job Code: 93830V130616

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 06/16/2013

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages specialized program functions within a particular benefit area for the Personnel Cabinet. Supervises employees who implement various benefit programs and ensures implementation of Cabinet programs; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of experience in human resource administration or in the administration of employee benefit programs including but not limited to employee assistance programs, worker's compensation, life or health insurance or similar assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in human resource administration or in the administration of employee benefit programs, employee assistance programs, worker's compensation programs, life or health insurance sales and/or other benefit administration programs will substitute for the required education on a year-for-year basis. Current certification as a Certified Employee Benefits Specialist, Professional HR, Senior Professional HR or Global HR Certification will substitute for two years of the required experience.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responds to inquiries from state agencies and public employees regarding benefit programs. Serves as the primary liaison between state administered benefit programs, benefit coordinators, third party administrators and employees. Uses HR Information System utilized by the state to process complex benefits eligibility and other benefits data and to provide customer service related to benefits. Troubleshoots data issues in system. Manages the scheduling of open enrollment periods. Designs, updates and revises materials describing benefit programs and ensures that such materials are made available for use by employees. Schedules and conducts training for agency and local school board personnel regarding benefits. Makes recommendations for and keeps abreast of statutory and regulatory changes regarding benefits programs for public employees. Advises participants on Flexible Spending Accounts in accordance with Internal Revenue regulations. Manages and maintains comprehensive and complete operational records in a program area. Communicates with state agencies, third party administrators, medical providers, employees and citizens regarding Worker's Compensation claims and questions. Provides technical advice and expert consultation on specialized program activities. Designs and makes presentations before employee groups to explain benefit programs and eligibility. Manages programs in the Kentucky Employee Assistance Program (KEAP). Performs extensive research on specific questions and issues involving employee benefits. Represents the Personnel Cabinet at meetings and seminars to explain benefit programs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically performed in an office setting. Occasional travel is required in conducting training programs for agency benefit coordinators.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*